

15 OCT 76

Mr. Joseph W. Lowell, Jr.
Assistant Executive Director
U.S. Civil Service Commission
Washington, D.C. 20415

Dear Mr. Lowell:

As requested in the transmittal letter of 16 August 1976, the draft FPM Letter 713 - Evaluating Supervisory EEO Performance, has been reviewed by concerned Agency officers, including EEO officials. We find the material pertinent and the checklist particularly helpful for the evaluation of supervisory managerial skills in relation to EEO performance. The proposed procedures, while not all applicable in the personnel management system which functions in this Agency, can be adapted to insure the major emphasis is identified and evaluated.

The first phrase of paragraph A7 of the Guidelines for Managers may be too generally stated. To avoid misinterpretation of the scope of the "subordinate" participation, we recommend inserting a qualifying term to identify the subordinate as a supervisory official concerned with the EEO complaint in question. As the item now reads, it could be taken to mean that all subordinates of the manager being evaluated should participate in all EEO complaint process, which we believe is not the intent.

Sincerely,

(Signed) F. W. M. Janney
F. W. M. Janney
Director of Personnel

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